



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB POSTING

Opening Date: 03/25/2015

Closing Date: 03/08/2015

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma
- Associates Degree (*if applicable*)
- Typing Certificate with 35WPM
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Executive Assistant

Department: Gaming Commission

Work Schedule: Monday- Friday 8:00AM-4:00PM

Wage Rate: \$16.00/HR/ Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Approved by TRTGC: 03/24/2015



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB DESCRIPTION

POSITION TITLE: Executive Assistant **WORKSITE:** Tule River Tribe Gaming Commission
681 S Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Executive Assistant, under the direction of the Tule River Tribe Gaming Commission, will perform a variety of specialized administrative tasks as an assistant to the Tule River Tribe Gaming Commission. The Executive Assistant interacts with all levels of staff including but not limited to; Tribal Council, casino management, gaming employees, and casino patrons. They work in a fast paced environment, sometimes under pressure, and must remain flexible, proactive, resourceful and efficient. A high level of professionalism and confidentiality is crucial to this role. The Executive Assistant should be an expert in written and verbal communication skills, have a strong decision making ability, and attention to detail.

DUTIES AND RESPONSIBILITIES:

Includes, but not limited to the following. Other job related duties may be assigned.

1. Assist with preparation of reports.
2. Coordinate and plan meetings for the Tule River Tribe Gaming Commission.
3. Prepare draft agendas and final agendas for the Tule River Tribe Gaming Commission meetings.
4. Prepare draft meeting minutes and final meeting minutes for approval by the Tule River Tribe Gaming Commission.
5. Schedule appointments and/or hearings for the Tule River Tribe Gaming Commission.
6. Schedule trips, trainings and make reservations for flights, car rentals, and hotel accommodations.
7. Prioritize and manage multiply projects simultaneously, and follow through on issues in a timely manner.
8. Prepare and disseminate information to the Tule River Tribe Gaming Commission and to other departments and /or agencies when appropriate.
9. Maintain files, prepares and transcribes correspondence, obtains appropriate signature(s) where necessary.
10. Maintain a filing system for records, reports and other documents.
11. Operate a computer and other office equipment as necessary to carry out the objective of the Agency.
12. Proficient in Microsoft Office skills: Excel, Word, Publisher, and Power Point, Outlook, and the internet.
13. Responsible for the inventory and control of Tule River Tribe Gaming Commission Agency property items (i.e. keys cell phones, laptops, etc.).
14. Assist with special projects or other administrative duties as needed.

Approved by TRTGC: 03/24/2015

QUALIFICATIONS REQUIRMENTS:

1. Must have a High School Diploma or GED.
2. Graduation from a two (2) year accredited community college preferred or relevant employment experience may be substituted for formal education on a year for year basis.
3. A minimum of three (3) years experience in a business or administrative environment.
4. Excellent written and verbal communication skills.
5. Detail-oriented and good organizational skills with the ability to prioritize and manage multiple tasks.
6. Knowledge and experience in transcribing.
7. Must be willing to abide by and sign a confidentiality agreement.
8. Must type 35 words per minute (WPM).
9. Must be able to obtain and maintain a Gaming License through the Tule River Tribe Gaming Commission.
10. Able to relate culturally and work effectively with Native American community, Tribal government, the public and private sectors.
11. Must have a valid California drivers license and be insurable through the Tribe.
12. Must successfully complete a pre-employment drug/alcohol screen and background screen.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job will also require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Gaming Commissioners

Salary Range: \$16.00/Hour/ DOE
Paid Bi-Weekly/ Overtime Eligible

Hours: Monday – Friday 8:00AM-4:00PM (Subject to change based on department needs)

Benefits: Medical, Dental, Vision, Life Insurance, Flexible Spending Plan, PTO & 401(K) Plan

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT